

Application Form

Access To Your Health Records

PATIENT DETAILS

Surname:

Forename(s):

D.O.B.

Address:

.....

Post Code:

Telephone Number:

Community Health Index No. (if known)

Name of GP, Clinician,
Nurse, Consultant:

RECORD DETAILS

Details of the record to be accessed (please be specific). Treatment for:

.....

.....

.....

During the period

From To

DETAILS OF APPLICANT (complete if you are applying to see a record on behalf of someone else)

Surname:

Forename(s):

D.O.B.....

Address:

.....

Post Code:

Telephone Number:

Relationship to patient:

Applicant's Declaration

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health record referred to overleaf under the terms of the Data Protection Act 1998 and access to Health Records Act 1990.

Please tick the appropriate boxes

- I am applying to see my own record
- I have been asked to act by the patient and attach the patients written authorisation
- I and the deceased patients personal representative and attach confirmation of my appointment by a court to manage the patients affairs

I am the parent/guardian and the patient:

- Is under 16*
- Is incapable of understanding the request

Date: **Signature:**

* If child understands the request he/she can refuse access

Counter Signature

(To be completed by the person required to confirm the applicants identity)

I (insert full name in block capitals)

Certify that the applicant (insert name).....

Has been known to me as a (insert in what capacity e.g. employee, client, patient

etc.) for years and that I have

witnessed the signing of the above declaration.

Signature: Date

Address Profession

.....

Postcode Telephone No

Identification

You have a right to expect that the holders of your health records will maintain confidentiality and that they must be satisfied that any person who makes an application is entitled to have access. You may be asked for identification such as birth certificate, passport, driving licence, etc. Enquiries to verify your identity may also be necessary.